

Keynote Recording - “How to”

You will create a Keynote Presentation that is focused on a “How to” topic. This Keynote will demonstrate your skills in using the tools available to communicate to us in a different manner by recording the presentation and your voice and exporting the Keynote into Quicktime.

You will be assessed on the use of the skills in Keynote and then on your ability to create a digital presentation. The requirements and expectations are listed below.

Setup and Content

1. Choose a Template for your Keynote, make it fit your “How to” choice.
2. Create a Keynote that contains at least 4 different master layouts to assist the setup of the slides.
3. Make sure to effectively (Visually) tell us “how to”.
4. Introduce and Summarize the “How To” task and make sure the audience understands what they will be trying to accomplish.
- 5.) Conclude the Presentation, and make sure to demonstrate what they should have accomplished.

Tools to be Demonstrated

5. Format tools for Text and Pictures

- Format and place images in appropriate locations based upon what is being communicated.
- For each image, a presence of ***borders, shadows, or mirroring*** needs to be demonstrated **effectively and useful for the audience.**
- Visuals are the key element in communicating “How to”. **Make sure they show what the individual needs to do, create, perform, or need.**

6. Text Boxes

Include a consistent text style for the text in the Keynote, make sure text is easily visible for the audience and it is supportive of the instructions provided.

Text should describe the image simply and effectively for the audience. Use the Layering Tools to arrange images and text so that the audience benefits from the organization of the visual supports.

7.) Bullets

At some point the use of bullets is necessary to help identify instructions or key components of the “How to” topic. It is important for bullets to be used appropriately so that they communicate what is necessary to the audience and provide guidance so that topics can be effectively .

8.) Transitions

Add Transitions in between **each** slide, make sure they are effective for the presentation style. They should provide segments in between the steps in the instructions, giving the audience indication that a step or topic is changing.

9.) Builds (Animations)

Add **at least one Build** to each slide to help enhance your presentation. Make the animation useful and meaningful to the audience member in understanding the instruction. The animation must connect and work with your instructions.

10.) Insert Media

Insert a video that demonstrates a part of your instructions. This video should provide the viewer a visual support for what they are trying to do. The video should be trimmed and formatted on the slide to fit the presentation and the instructions given.

11.) Record and Export to Quicktime

Demonstrate the ability to create an effective voice over presentation that engages the audience with introduction to what you are going to do, an effective teaching segment of “how to”, and conclusion to the presentation as to make sure they would have completed the task correctly. Then properly export the Keynote to Quicktime. Try and keep it at 3-5 minutes max.

12.) Manuscript and Story Board

Please include your written manuscript of what will be said in your presentation as well as the story board. The manuscript needs to be organized slide by slide and show transitions in your presentation. You need to use appropriate grammar, and demonstrate pauses and clear moments of instruction to your audience.

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Element is completely missing from the assignment.	Element is present, but the use of the element is lacking functionality and just forced into the creation. The element is also not complete in terms of requirements named in the assignment or demonstrating mastery of the skill.	Element is present but the skill is lacking presence in the assignment in terms of the appropriate use, effectiveness, or enhancing the content included in the creation. They do not demonstrate a mastery of the skill assigned	Element is present and meets all requirements. The tool is used properly in terms of appropriateness, function, and presence in the creation. The student shows expertise in the use of the skill in the assignment given.